



# New Athletic Director Welcome Packet

**“The NIAAA champions  
the profession of athletic  
administration through  
educational opportunities,  
advocating ethics, developing  
leaders and fostering  
community.”**

Welcome to the National Interscholastic Athletic Administrators Association.  
We strive to ensure that each and every interscholastic athletic administrator, coordinator, activity director, and all other building administrators are fully equipped to perform their responsibilities at the highest level.

By joining our association, you are now surrounded by 14,000+ members that are experiencing the same challenges, opportunities, and victories you are.

We encourage you to get plugged in and network through our [member portal](#). Take advantage of opportunities to learn and grow in your profession through our [Professional Development Academy](#).

Make sure to join us at our biggest event of the year – the [National Athletic Directors Conference](#).

This welcome packet will guide you through everything we have to offer, and show you how you can utilize our resources to make your athletic department the best it can be. You are never alone in this – we are always here to help and provide guidance as you navigate through this profession.



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# Member Benefits

**Being a member of the NIAAA affords you many benefits. Here are a few of our most helpful:**

## Insurance

As a member of the NIAAA, you have access to a number of insurance benefits. Included with the annual membership fee is excess liability coverage up to \$2,000,000 and a \$2,500 term life insurance policy.

### Liability Insurance

For our regular members, the NIAAA provides excess liability coverage beyond any other coverage the member has through their employer. This liability insurance covers the members for claims or lawsuits involving bodily injury of an athlete (spectator or participant), or property damage to a third party. This liability policy does not cover lawsuits for claims such as discrimination, wrongful suspension of a coach or athlete, harassment, personal dismissal, coaching, teaching or principal duties, or any other claim not involving bodily injury or property damage. Suits for such claims occurring during the course of employment would have to be covered by the employer.

### Term Life Insurance

The NIAAA provides \$2,500 term life insurance for any current member with exception of student members. The benefit is paid to the surviving spouse or to the estate (if no surviving spouse) unless a beneficiary form has been completed and sent to the NIAAA office. All members (except student members) are eligible for this life insurance as long as they were a current member of the NIAAA upon their death.

In addition to the insurance benefits that are included with the membership, the NIAAA offers AFLAC Excess Accident and Cancer Insurance as well as Long Term Health Care Insurance at discounted association group rates.

## Student Scholarship

In accordance with NIAAA's purpose to promote, facilitate and increase the knowledge and understanding of the vital role of interscholastic athletics in the educational system, our scholarship program fosters and recognizes the partnership between the NIAAA and secondary education. The scholarships will recognize the distinguished scholastic, leadership and citizenship attributes of high school student-athletes, and the importance of high school athletics in each student's life.

Interscholastic athletic administrators must be a member of the NIAAA in order for their student-athletes to be eligible for this scholarship.

## AD Insider/IAA Magazine

All of our members enjoy the bi-weekly newsletter, AD Insider. It highlights NIAAA announcements, upcoming events, and short videos showcasing industry trends in addition to providing valuable insight from athletic administrators around the country. The IAA Magazine is a quarterly professional journal written by and for athletic administrators.

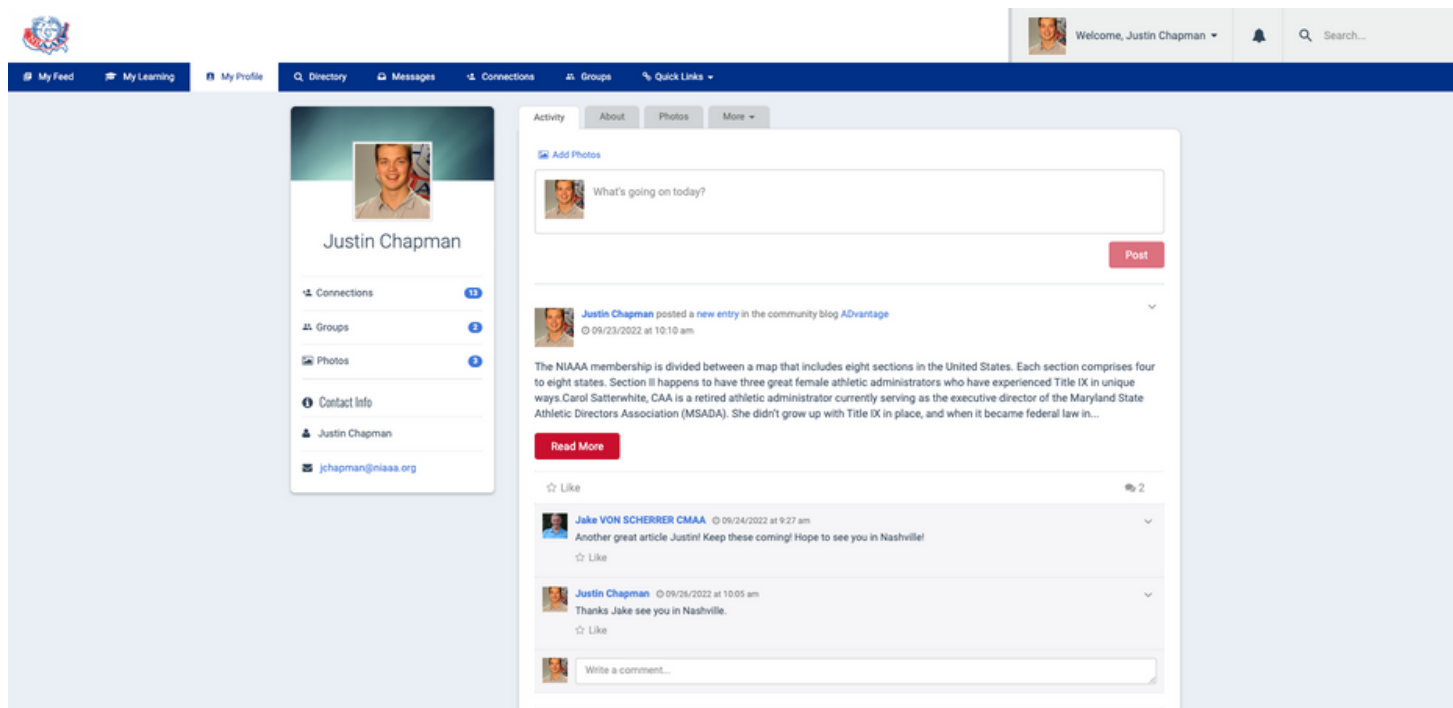
## Discounted Rates

We provide discount rates on webinars, online courses, certifications, and registration for the National Athletic Directors Conference.

For more information on NIAAA member benefits, please visit our website at [www.niaaa.org](http://www.niaaa.org).



# Member Portal



**The NIAAA Member Portal is where all of the action happens. In the portal, our members can track completed course work, apply for certification, take online courses, network with colleagues, and so much more.**

## Course Transcript

We offer 55 Leadership Training Courses (LTC) that are loaded with information relevant to the role of the athletic administrator. As a member with us, we will track every LTC you complete. When it comes time for certification or submitting proof of continuing education, all you have to do is print your transcript.

## The Classroom

The newest feature of our Member Portal is the Classroom. We host a variety of resources and presentations that are free to our members – all available for a small fee to non-members. Also included in the Classroom are our online courses. These are available at a discounted rate to our members.

For a further look into navigating the Member Portal, check out our [instructional video](#) on our YouTube Channel: NIAAA Official or visit <http://niaaa.site-ym.com/>

# Board of Directors & Staff



## Board of Directors

Our Board of Directors consists of one representative from each of our eight sections, along with four at-large representatives, a representative of the state Executive Director Council, and officers. Each representative serves a three year term unless they assume an officer position.

## Office Staff

The NIAAA office is located in Indianapolis, Indiana. We have eight full-time employees that serve over 14,000 members.



**Executive Director**  
Phil Rison, CMAA  
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**Associate Executive Director**  
Rich Barton, CMAA  
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**Administrator of Organizational Affairs**  
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# Staff



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Communications  
Manager  
Justin Chapman,  
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# Strategic Plan

Our 5th Strategic Plan highlights our goals and expectations through 2025. The full plan can be found on our website.

[Click here to download the 2021-2025 Strategic Plan](#)



# Professional Development Academy

## Leadership Training Institute

With the vast turnover of athletic administrators, a need has developed for an educational program to support the new administrators and at the same time offer a professional development program for the experienced athletic directors. We offer just that. Our Leadership Training Institute was established in 1996 and now boasts over 55 Leadership Training Courses (LTC) packed full of best practices necessary to perform the role of athletic administrator at the highest level. Each of our courses is four hours in length and is taught in person at the national/state conferences and online through webinars or online courses.

## Certification

The NIAAA Certification Program is a voluntary professional service for athletic administrators and is based on the premises of continuing education, professional growth and program development in the profession of interscholastic athletic administration. It recognizes and incorporates the professional development opportunities provided by the Leadership Training Institute. The attainment of professional certification demonstrates the completion of a comprehensive plan for self-improvement that will enhance the ability of the athletic administrator to better serve the school, community and profession.

We offer five levels of certification:

- Registered Athletic Administrator (RAA)
- Registered International Athletic Administrator (RIAA)
- Registered Middle School Athletic Administrator (RMSAA)
- Certified International Athletic Administrator (CIAA)
- Certified Athletic Administrator (CAA)
- Certified Master Athletic Administrator (CMAA)

## Accreditation

The National Interscholastic Athletic Administrators Association is the first association to receive accreditation from Cognia. The initial accreditation came in February of 2011 after the NIAAA hosted a review team in December of 2010 at the National Athletic Directors Conference. Subsequent to that review and recommendation from the team, in early February the Cognia board of directors granted the NIAAA accreditation status for five years. Achieving this status has provided significant positive implications for the NIAAA, its member state associations, individual members, and our college partners. In December of 2015, the NIAAA again hosted a Cognia review team at the National Athletic Directors Conference. Subsequent to that review, the NIAAA accreditation status was renewed for another five years through 2020. The same result occurred when Cognia conducted a review at the 2020 National Athletic Directors Conference – the NIAAA was granted accreditation through 2025.

## Quality Program Assessment

The NIAAA Quality Program Assessment (QPA) is a way for athletic administrators to assess their athletic program. The QPA also recognizes outstanding high school athletic programs at the exemplary level. To go through this assessment, an individual must be a member of the NIAAA, their respective state athletic administrator association, have obtained at least a CAA designation, and have completed LTC 799.



# National Athletic Directors Conference

## What to Expect

The National Athletic Directors Conference, sponsored by the National Interscholastic Athletic Administrators Association (NIAAA) and the National Federation of State High School Associations (NFHS), is the single premier conference that provides an outstanding educational in-service program for interscholastic athletic administrators. This conference is foremost in featuring professional speakers and an exhibit show with more than 300 exhibit booth spaces, as well as proven athletic administrators who willingly share their experience and expertise on a variety of educational topics.

The NIAAA holds its business functions in conjunction with the conference, along with its popular Leadership Training Institute. Every year we offer all 56 leadership training courses, which cover a variety of topics. Early registration is a must, as classes fill rapidly. All courses are outstanding, and you will want to work at least one into your conference schedule.

The conference luncheon and banquet programs allow attendees to recognize their peers through presentations of awards.



# Publications

## Interscholastic Athletic Administration Magazine

The Interscholastic Athletic Administration (IAA) magazine is published four times a year by the NIAAA. The magazine contains articles on a wide spectrum of topics which are beneficial to the school athletic or activities director. It is included in NIAAA membership dues, but can be subscribed to without belonging to the organization starting at \$30/year.

## Profile of Athletic Administration

A Profile of Athletic Administration is a free publication. This document provides a clear description of athletic administration in today's ever-changing school environment. It's an excellent publication for administrators and school boards.

# Volunteer Opportunities

The NIAAA organization structure includes numerous committees that manage many of the tasks of the association. NIAAA members may serve the organization as a member of one of these committees. At each summer Board of Directors meeting, where openings exist, individuals are selected from a pool of applicants and invited to serve on a committee. The committee pool includes persons who have forwarded a completed committee application to the NIAAA Board Secretary or to the NIAAA office. All committee applications remain in the committee pool for three years. If you're not invited to serve on a committee after three years, you may apply again.

NIAAA Committees are: Accreditation, Awards, Certification, Coaches Education, Conference Advisory, Credentials, DEIB, Endowment, Hall of Fame, Membership, Mentoring, National Initiative and Assistance Network, Publications, Resolutions, Retired, and Sports Facilities. To apply for any of these positions, please download and complete this form.

Other volunteer roles include LTI Faculty, Certified Test Administrator, State Liaison and LTI Facilitator.

For more information visit  
[niaaa.org](http://niaaa.org) or call our office at  
317-587-1450.  
Welcome to the NIAAA!